

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

TRANSPORTATION ENGINEER SPECIALIST-LICENSED

JOB DESCRIPTION

Employees in this job function as professional licensed transportation engineering specialists with responsibility for a transportation engineering program or specialty area. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Typically, positions in this job do not supervise.

There are three classifications in this job.

Position Code Title – Transportation Engineer Licensed Specialist 2

Transportation Engineering Licensed Specialist 13

The employee functions as a second-level specialist.

Position Code Title – Transportation Engineer Licensed Specialist 3

Transportation Engineering Licensed Specialist 14

The employee functions as a third-level specialist.

Position Code Title – Transportation Engineer Licensed Specialist 4

Transportation Engineering Licensed Specialist 15

The employee functions as a fourth-level specialist.

First-level specialists are classified at the advanced level of the Transportation Engineer job.

JOB CONCEPTS

Specialist jobs are evaluated by the appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, the scope of the program or specialty, and the impact of the job functions to determine the classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, departmentwide, agencywide, or the equivalent scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, departmentwide, agencywide, or the equivalent in scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Serves as “responsible in charge” over the assigned program area under the direction of a managerial, administrative, or executive level supervisor.

Manages an assigned program in order to carry out the department’s statutory responsibilities, which may include consultation, investigation, evaluation, and plan design.

“Responsible in charge” for the development and maintenance of an assigned professional transportation engineering program.

Develops professional transportation engineering program goals and plans for implementation.

Makes recommendations in areas of expertise.

Expert responsible for the coordination and development of professional transportation engineering training programs for staff.

Maintains liaison with other agencies, organizations, and employees to coordinate technical programs.

Serves as a technical consultant and liaison staff to industry and governmental agencies in the assigned areas.

Conducts special projects.

Prepares special studies and reports.

Maintains records, and prepares reports and correspondence related to the work.

May perform related essential functions appropriate to the class and other non-essential functions as required.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: The degree of knowledge required is a function of job complexity, program or specialty scope, and impact that increases with the level of the position.

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of reporting methods and techniques.

Knowledge of the principles and practices of transportation engineering.

Knowledge of the scientific principles relative to transportation control.

Knowledge of terminology and symbols used in engineering, drafting and design.

Knowledge of the equipment, testing, and investigative methods and laboratory procedures related to transportation engineering.

Knowledge of state, federal, and local laws related to the work.

Knowledge of legislative processes related to the work.

Knowledge of engineering office practices.

Knowledge of training techniques.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved.

Ability to formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.

Ability to plan, coordinate, and expedite work projects.

Ability to interpret complex rules and regulations.

Ability to communicate with others verbally and in writing.

Ability to instruct others.

Ability to perform research work and to make comprehensive recommendations on transportation engineering issues.

Ability to make mathematical computations and to design engineering projects.

Ability to read, interpret and prepare engineering plans, specifications, and technical reports.

The legal ability to carry the embossed or printed seal of a Michigan licensed professional engineer.

Ability to organize, evaluate, and present information effectively.

Ability to promote and maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's of science degree in engineering.

Experience

Transportation Engineering Licensed Specialist 13

Four years of experience as a transportation engineer, including two years of experience equivalent to a Transportation Engineer P11.

OR

One year of experience equivalent to a Transportation Engineer 12 or a Transportation Engineer Licensed 12.

Transportation Engineering Licensed Specialist 14

Five years of experience as a transportation engineer, including three years of experience equivalent to a Transportation Engineer P11.

OR

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Two years of experience equivalent to a Transportation Engineer 12 or a Transportation Engineer Licensed 12.

OR

One year of experience equivalent to a Transportation Engineering Licensed Specialist 13 or Transportation Engineering Specialist 13.

Transportation Engineering Licensed Specialist 15

Three years of experience equivalent to a Transportation Engineer 12 or a Transportation Engineer Licensed 12.

OR

Two years of experience equivalent to a Transportation Engineering Licensed Specialist 13 or Transportation Engineering Specialist 13.

OR

One year of experience equivalent to a Transportation Engineering Licensed Specialist 14 or Transportation Engineering Specialist 14.

Special Requirements, Licenses, and Certifications

Possession of a registered professional engineering license as required by the State of Michigan.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

TRANELSPL

Job Code Description

Transportation Engineer Specialist-Licensed

Position Title

Transportation Engineer Specialist Licensed 2
Transportation Engineer Specialist Licensed 3
Transportation Engineer Specialist Licensed 3
Transportation Engineer Specialist Licensed 4
Transportation Engineer Specialist Licensed 4

Position Code

TRALSPL2
TRALSPL3
TRALSPL3
TRALSPL4
TRALSPL4

Pay Schedule

H21-029
H21-030
NERE-201
H21-031
NERE-202

ECP Group 2
Revised 5/22/02
CV/TH/VT/Team Leaders